**ABDULRAHMAN JARFAN**
**Date of Birth:** 05th June 1998
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## SUMMARY

Results-driven logistics and procurement professional with extensive experience at SPC - Al-Khorayef Group. Currently serving as a Logistics Officer, with a strong background in procurement and supply chain management. Proven expertise in managing logistics operations, optimizing inventory, and streamlining procurement processes. Recently transitioned to a Project Manager role, demonstrating strong leadership and strategic planning skills in project execution and stakeholder management. Versatile experience includes event organization, accreditation, debt collection, and translation. Holds a Bachelor's degree in Electrical Engineering and has completed specialized courses in supply chain management, strategic thinking, and digital leadership. Proficient in Arabic, English, and Chinese, with advanced skills in organization, time management, problem-solving, and communication.

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## WORK EXPERIENCE

### Project Manager
### CPD Company, Riyadh
### November 2024 – Present

- Oversee project management activities, ensuring successful project delivery within scope, time, and budget.
- Collaborate with cross-functional teams to align project goals and objectives.
- Implement project management methodologies to enhance efficiency and communication.

### Logistics Officer
### Al-Khorayef Group - SPC, Riyadh
### August 2024 – November , 2024

- Manage logistics operations, ensuring efficient supply chain processes and timely delivery of goods.
- Coordinate with suppliers and internal teams to optimize inventory and streamline logistics workflows.
- Implement process improvements to enhance operational efficiency and reduce costs.

## Procurement Officer
## Al-Khorayef Group - SPC, Riyadh
## December 2021 – July 2024

- Oversaw procurement activities, including supplier selection, contract negotiation, and purchase order management.
- Analyzed market trends and supplier performance to make informed purchasing decisions.
- Developed and maintained strong supplier relationships to enhance procurement efficiency and effectiveness.

## Event Organizer (Part-Time)
## Basta Riyadh Project, Riyadh
## January 2023 – March 2023

- Coordinated event logistics, including scheduling, vendor management, and on-site operations.
- Ensured successful execution of event plans and adherence to timelines.

## Organizer for the Driving Test (Part-Time)
## Kia - International Motor Show, Jeddah
## November 2021 – December 2021

- Managed driving test events, overseeing logistics and participant coordination.
- Ensured smooth operations and positive experiences for participants and attendees.

## Accreditation Officer (Part-Time)
## Formula 1, Jeddah
## November 2021 – December 2021

- Managed accreditation processes for event attendees and staff.
- Ensured compliance with accreditation requirements and streamlined check-in procedures.

## Debt Collector
## Mani Company, Khobar
## March 2020 – July 2021

- Conducted debt collection activities, including negotiating payment terms and resolving disputes.
- Maintained accurate records of collections and provided regular progress reports.

### Questionnaire Filler (Part-Time)
### Abyat, Khobar
### July 2020

- Completed surveys and questionnaires to gather market data and consumer insights.
- Supported research and analysis efforts through accurate and timely data collection.

**Arabic Translator**
**Jollychic, China**
**October 2018 – October 2019**

- Provided translation services between Arabic and Chinese, facilitating cross-cultural communication.
- Assisted in translating documents, marketing materials, and customer service communications.

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## EDUCATION

**Bachelor of Electrical Engineering**
Zhejiang University of Technology, China
2017 – 2021
GPA: 2.77/4

**Chinese Language Studies**
Zhejiang University of Technology, China
2016 – 2017

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## STRENGTHS

- Organization and Time Management
- Interpersonal Communication
- Dependability and Responsibility
- Planning and Coordination
- Analytical and Reasoning Skills
- Technical Assistance
- Advanced Presentation Skills
- Attention to Detail

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## COMPUTER SKILLS

- DHL Express Website
- CAT SIS (Caterpillar Service Information System)
- Global Availability System
- Jira Service Management
- Dynamic 365 CRM System
- Oracle EBS
- JAVA
- Microsoft Office (Word, PowerPoint, Excel)

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## COURSES

- Project Management Skills for Leaders, November 2024
- Agile Foundations, November 2024
- Project Management Foundations: Procurement, Oct 2024
- Inventory and Purchasing Management (Supply Chains), June 2024
- Strategic Thinking: Tips to Solve Problems and Innovate, January 2024
- AI Challenges & Opportunities for Leadership, January 2024
- Digital Leadership Course, Oz Training and Consulting, November 2023
- Supply Chain Foundations: Managing the Process, April 2023
- Technical Sales: The Role of the Sales Engineer, April 2023
- Supply Chain Foundations: Analytics, April 2023
- Sales Management Foundation, April 2023
- Supply Chain Basics for Everyone, April 2023
- Procurement Training, Al-Khorayef Group, January 2023 – February 2023

    - Procurement Process
    - Supplier Relationship Management
    - Supplier Assessment
    - Contract Management

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## LANGUAGES

- Arabic: Native
- English: Fluent
- Chinese: Intermediate